

Child Protection Policy Instruction for the Archdiocese of Washington

To be allowed to volunteer in the school, go on field trips, work on the playground or as a lunch aide all adults need to complete the Archdiocese of Washington Child Protection Policy Requirements. This process should be completed **within 60 days** of signing online to register in the Virtus System.

1) You must have the Employee or Volunteer Application filled out and returned to the office at St. Mary's School. This can be found online at ADW.org or I can provide you with a copy.

For Employee Form click on Employment, click Catholic Schools Applicants – forms available online, and click on Step 1 Application for Employment in a Catholic Elementary School.

For Volunteer Forms click on "Protecting Our Children" found on the left of the screen, then click on Volunteer Application in the English or Spanish Version.

You may also stop by the school office or call me and I'll be happy to send you a copy.

2) The Virtus/Protecting God's Children Seminar attendance is required. If you attended a seminar and didn't register on the virtus system, you will need to log on and register on Virtus.org, and make sure you register the date you attended the seminar. **If you did not attend a seminar, you will need to register on Virtus.org to sign up for a seminar.** Once this is done, I can update the receipt of your Employee/Volunteer Application in the system and send you the Authorization Form to make your appointment for Fingerprinting.

3) Policy Acknowledgement Form – Read the Child Protection Policy Booklet (received when you attend the Virtus Protecting God's Children Seminar) and sign the back page and send it in to the office to be recorded and filed.

4) Fingerprinting by the Archdiocese of Washington – Please contact the Office of Human Resources at 301-853-5363 or -5391 to make an appointment to be fingerprinted after you have submitted your application to the school office and signed up or attended a Virtus Seminar.

Employees and Volunteers who need to make a fingerprinting appointment may request an appointment via the website, www.adw.org. Once on the home page, click on "Child Protection Policy" and then click on "Fingerprinting Appointment Preference Form." Completing this form will assist us in determining the most convenient time and location for fingerprints to be taken. Individuals will be contacted within two business days to schedule an appointment.

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